



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational Instruction Program of Education & Career Exploration Atlanta, Georgia	Application Number <b>81-137</b>	
Application Number		Date Received <b>FEB 23 1981</b>	Date Completed <b>FEB 27 1981</b>
2. Person to Contact Mildred Hutcherson		Working Title Consultant, Exploratory Programs (PECE)	Telephone Number 656-2516
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1978      To Date		5. Records Series Title (followed by title used in office; if different) P. E. C. E. Coordinators' Permanent Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Exploratory Programs (P.E.C.E.) Unit is responsible for administering and monitoring P.E.C.E. (Program of Education and Career Exploration) programs in local school systems. This state-funded program is an innovative approach in education and career exploration, which provides seventh, eighth, or ninth grade students exploratory learning experiences at community work sites and in the classroom to help them make future vocational and educational decisions. P.E.C.E. is <u>not</u> designed to train or prepare students for specific occupations or to encourage them to make specific vocational choices. The P.E.C.E. Unit develops and administers policies and procedures related to P.E.C.E., monitors local P.E.C.E. instructional programs, provides technical assistance to local school systems, plans and coordinates staff development and in-service training activities, and disseminates information about the program.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to:      Verifying teacher-coordinator employment and credentials, and approving and monitoring programs of work. Included are:      Programs of Work, copies of information regarding New and Replacement P.E.C.E. personnel from local school systems' Applications for Vocational Education, copies of teachers' certificates, and related correspondence.  File is arranged:      Alphabetically by name of teacher/coordinator.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ 1 _____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ 3 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below\* then,

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy. (When this is the only copy, destroy at the end of the retention period.)

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

\* When teacher is no longer active in P.E.C.E. program, remove folder from active file and place in inactive file; cut off inactive file at end of each fiscal year; then transfer to State Records Center; hold three (3) years; then destroy.

Programs of Work of active teachers: remove from file at the end of each fiscal year; then transfer to the State Records Center; hold three (3) years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>W.B. Lanning</i>	2/23/81	Walker L. Baumgardner	2-20-81
State Records Committee (Signature) Date			
State Auditor/Designee		<i>Carroll Hart</i>	2-26-81
Secretary of State/Designee		<i>M. S. Hest</i>	2-27-81
Attorney General/Designee			

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)